

Tennessee Department of Finance and Administration

Division Controller

Education and Experience:

Graduation from an accredited college or university with a bachelor's degree in accounting AND current licensure as a Certified Public Accountant (CPA) in the State of Tennessee AND 10 years of experience in accounting roles of increasing responsibility and complexity, with at least 5 years of experience in a supervisory role.

Necessary Special Qualifications:

None

Examination Method:

The job title is Executive Service and serves at the pleasure of the appointing authority of the department in which the position is located.

Summary:

Under executive direction, is responsible for managerial level professional financial, accounting, and management work of considerable difficulty in state department accounting programs, and performs related work as required.

Distinguishing Features:

The Department Controller functions as the Chief Financial Officer for the largest of departments. This class may supervise and differs from the Fiscal Officer series, Accounting Manager, Accountant series, and/or Para-professional Accounting series in that an incumbent of the latter is not responsible for executive-level accounting and/or leadership duties. This class may report to and differs from Assistant Commissioner, Deputy Commissioner, and/or Commissioner in that an incumbent of the latter serves as the appointing authority and is responsible for executive leadership across all functions within a given department/agency.

Work Activities: Guiding, Directing, and Motivating Subordinates:

- Directly executes and/or closely supervises all accounting activities, from journal entries to general ledger account reconciliations to ensure the execution and delivery of efficient, timely and insightful monthly and annual financial closings.
- Prepares and/or **closely** supervises the preparation of financial statements to meet financial reporting requirements.
- Performs and/or closely supervises grant accounting related functions, including budget monitoring and analysis, general ledger to grant file reconciliation, periodic grantor drawdown, and reporting and closeout activities.
- Leads committees to review current processes and recommend improvements to achieve greater efficiencies.
- Adheres to all laws, agency directives, policies, procedures, and protocols while fulfilling duties to provide an example to assigned subordinates.

Coaching and Developing Others:

- Mentors and develops staff using a supportive and collaborative approach.
- Creates, conducts, and approves job plans and performance evaluations for assigned subordinates.
- Addresses and/or recognizes the performance of assigned subordinates appropriately in accordance with established policy.
- Provides coaching to assigned subordinates on appropriate performance management techniques in accordance with recommendations from department Human Resources personnel.

Evaluating Information to Determine Compliance with Standards:

- Evaluates accounting processes and transactions to assure that all federal, state, and agency directives, policies, procedures, and protocols are followed.
- Assures that timely budget requests reflect anticipated accounting events.

- Evaluates project plans and performance goals developed by assigned subordinates to ensure alignment with organizational goals.
- Assures assigned subordinates are completing tasks on time and within assigned performance standards.
- Reviews disciplinary actions executed by assigned subordinates to ensure that they are administered in accordance with agency policy and Department of Human Resources policies and procedures.

Analyzing Data or Information:

- Understands, interprets, and applies generally accepted accounting principles to properly record accounting events and prepare financial statements.
- Interprets and applies federal and state legal requirements affecting accounting by studying existing and new legislation, anticipating future legislation, and enforcing adherence to requirements to inform decision making.
- Assesses financial performance against both the annual budget and the department's business strategy.
- Performs complex as well as routine accounting reviews and analyses to inform operational and strategic decision making.

Monitoring Processes, Materials, or Surroundings:

- Participates in enterprise-wide risk management assessments, including associated on-going risk mitigation, to prevent fraud, waste, and abuse.
- Monitors business processes and procedures to ensure that they are working in accordance with objectives.
- Monitors external economic environment to determine impact on organizational objectives and financial reporting.

Estimating the Quantifiable Characteristics of Products, Events, or Information:

- Prepares cost benefit analyses to inform organizational decision making.
- Generates financial estimates to assist in preparation of financial statements and in organizational decisions.

Thinking Creatively:

- Implements, monitors, and enhances appropriate systems of internal controls and accounting procedures.
- Develops a transaction classification schema using existing account structure that efficiently and effectively maintains proper accountability and supports the business needs of the organization.
- Develops new business processes to incorporate organizational, environmental, computer system, and legislative changes.
- Continuously improves business processes to create greater efficiencies.

Developing Objectives and Strategies:

- Develops departmental cash flow forecasting by working in partnership with management.
- Develops clear and measurable objectives for financial operations within the department.
- Assists with the development and periodic review of all department directives, policies, procedures, and protocols as needed.
- Develops possible strategies to solve potential financial problems with department programs, directives, policies, procedures, and protocols.
- Formulates courses of action which support the business mission, inform operational and strategic decision making, and maintain compliance with laws and regulations.

Communicating with Supervisors, Peers, or Subordinates:

- Prepares and presents briefings to various internal business partners on accounting issues to clearly communicate financial information.
- Communicates and advises internal business partners on the impact of state/departmental policies and procedures and federal guidelines.
- Communicates regularly with other financial officers to coordinate operational activities and program development with other departments and ensure uniformity between departments.
- Communicates regularly with subordinates and peers in regards to operational goals, initiatives and priorities to ensure operational consistency and success.

Communicating with Persons Outside Organization:

- Serves on department and statewide committees in the design, development, and implementation of new management information, accounting, and reporting systems.
- Consults with external and internal auditors and state, federal and local officials regarding the financial operations of the department; testifies before legislative committees relative to the financial operations of the department.
- Interacts with external contractors, service providers, and other representatives to ensure contract fulfillment.

Establishing and Maintaining Interpersonal Relationships:

- Works with other departments and organizations to assure that operational and programmatic activities receive early concurrence and input from federal and statewide authorities.
- Ensures healthy relationships with other departments, legislators, and organizations to maintain a collaborative working environment.

Competencies (KSA's): Competencies:

- Intellectual Horsepower
- Priority Setting
- Command Skills
- Standing Alone
- Action-Oriented
- Perseverance
- Organizational Agility
- Managing Vision and Purpose
- Self-Development
- Process Management

Knowledge:

- Advanced knowledge of accounting and financial reporting as it relates to governmental and financial accounting standards
- Advanced knowledge of laws, legal codes, government regulations, executive orders, agency rules, and the legislative process
- Advanced knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods
- Advanced knowledge of principles and processes for providing customer and personal services, to include customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- Intermediate knowledge of human resources management principles involved in HR modeling and coordination of people and resources

Skills:

- Advanced skill in the analysis of financial, budgetary, and compliance data/measures
- Advanced skill in organizing all aspects of departmental accounting operations
- Advanced business and financial management systems analysis and evaluation skills
- Advanced interpersonal and social perceptiveness skills
- Advanced presentation skills
- Advanced judgment and decision making skills
- Advanced time management skills
- Intermediate public speaking skills
- Intermediate Project Management skills
- Intermediate negotiation and persuasion skills
- Complex problem solving skills
- Active listening skills

Abilities:

- Advanced oral expression and comprehension ability
- Advanced written expression and comprehension ability
- Ability to effectively translate complex financial concepts and results to individuals at all levels and backgrounds
- Ability to coach and mentor a team with diverse levels of expertise
- Intermediate mathematical reasoning ability
- Problem sensitivity
- Inductive and deductive reasoning
- Fluency of ideas

To Apply:

Please send resume to Michelle.E.Wilson@tn.gov and ylonda.banister@tn.gov

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